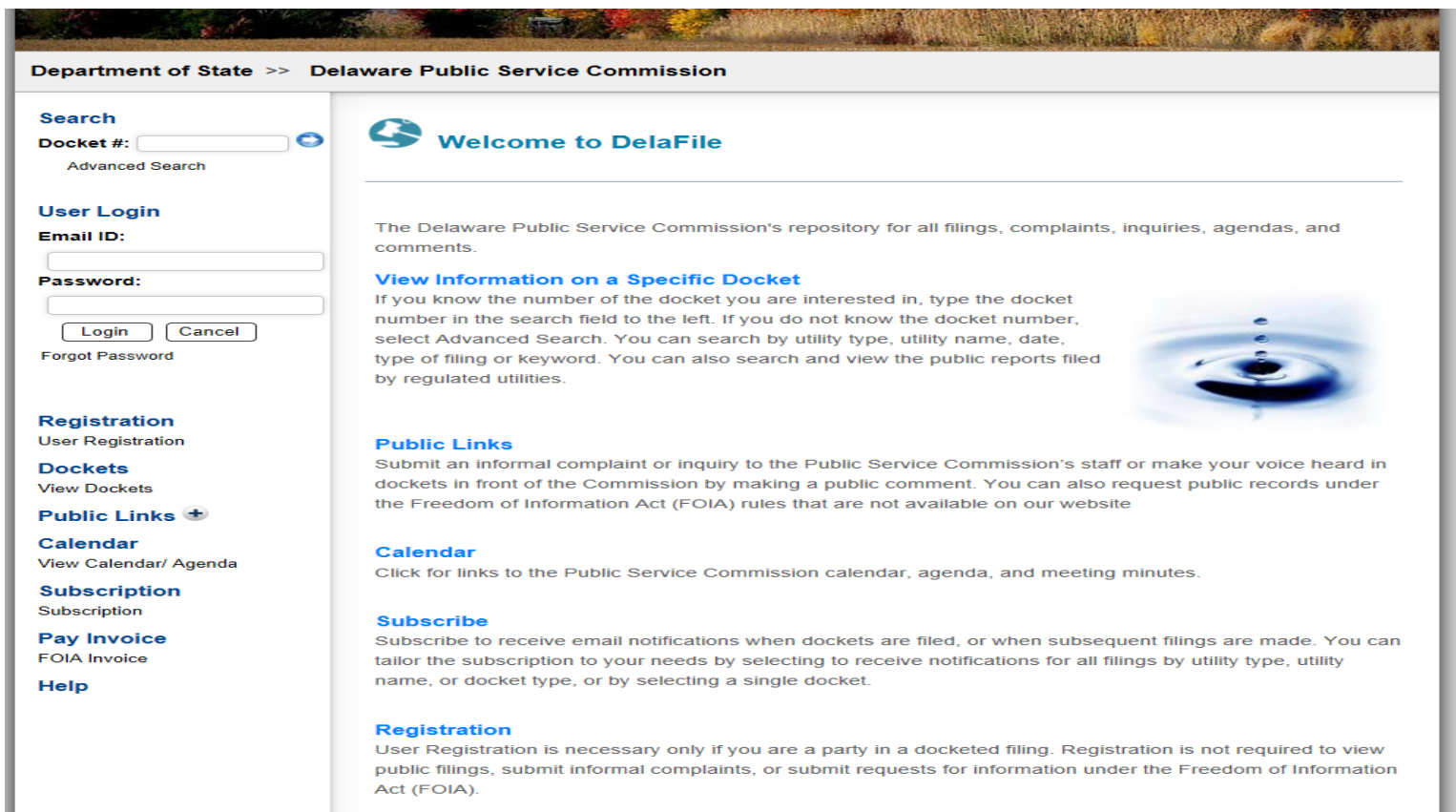


# DelaFile


Delaware Public Service Commission  
Electronic Filing System

# Intervention Process

- Sign in to DelaFile using User ID and Password




Department of State >> Delaware Public Service Commission

**Search**  
Docket #:    
Advanced Search

**User Login**  
Email ID:   
Password:   
   
[Forgot Password](#)

**Registration**  
[User Registration](#)

**Dockets**  
[View Dockets](#)

**Public Links** 

**Calendar**  
[View Calendar/ Agenda](#)

**Subscription**  
[Subscription](#)

**Pay Invoice**  
[FOIA Invoice](#)

**Help**

**Welcome to DelaFile**

The Delaware Public Service Commission's repository for all filings, complaints, inquiries, agendas, and comments.

**View Information on a Specific Docket**  
If you know the number of the docket you are interested in, type the docket number in the search field to the left. If you do not know the docket number, select Advanced Search. You can search by utility type, utility name, date, type of filing or keyword. You can also search and view the public reports filed by regulated utilities.

**Public Links**  
Submit an informal complaint or inquiry to the Public Service Commission's staff or make your voice heard in dockets in front of the Commission by making a public comment. You can also request public records under the Freedom of Information Act (FOIA) rules that are not available on our website

**Calendar**  
Click for links to the Public Service Commission calendar, agenda, and meeting minutes.

**Subscribe**  
Subscribe to receive email notifications when dockets are filed, or when subsequent filings are made. You can tailor the subscription to your needs by selecting to receive notifications for all filings by utility type, utility name, or docket type, or by selecting a single docket.

**Registration**  
User Registration is necessary only if you are a party in a docketed filing. Registration is not required to view public filings, submit informal complaints, or submit requests for information under the Freedom of Information Act (FOIA).

# DelaFile Intervention Process

- Select Menu, E-Filing, Intervention Request

The screenshot displays the State of Delaware's official website header with the logo and navigation links. Below the header is a banner image of autumn foliage. The main content area is titled "Department of State >> Delaware Public Service Commission". A blue arrow points to the "Menu" link in the top navigation bar. The "Menu" dropdown is open, showing "User Management" and "E-Filing". Under "E-Filing", the options are "Docket Filing", "Report Filing", "Subsequent Filing", and "Intervention Request". The "Intervention Request" option is highlighted. Below the menu, there is a table with columns: "Utility Company", "Docket Type", "Docket SubType", "Payment Status", and "Edit". The table contains the text "No Records Found!". Below this table is another section titled "Invoice & Payment" with a table containing columns: "Invoice #", "Utility Type", "Utility Company", "Invoice Type", "PaymentType", "Payment Status", and "Edit". This table also contains the text "No Records Found!". The footer of the page includes links for "Privacy", "Translate", "Contact", and "Phone Directory".

State of Delaware  
The Official Website of the First State

Department of State >> Delaware Public Service Commission

Menu | Home | Advanced Search | Patty Trainer as Intervener | Date: 5/8/2014 | Logout

User Management +

E-Filing -

- Docket Filing
- Report Filing
- Subsequent Filing
- Intervention Request

Utility Company	Docket Type	Docket SubType	Payment Status	Edit
No Records Found!				

Invoice & Payment

Invoice #	Utility Type	Utility Company	Invoice Type	PaymentType	Payment Status	Edit
No Records Found!						

Privacy | Translate | Contact | Phone Directory

# DelaFile Intervention Request

- Enter Docket Number or use Look Up feature

The screenshot shows the 'Intervention Filing' page of the Delaware Public Service Commission's DelaFile system. The page header includes the State of Delaware logo and navigation links. The user is logged in as 'Patty Trainer' with the role of 'Intervener' on '5/8/2014'. The 'Intervention Filing' section contains several input fields: 'Existing Docket Number \*' with a 'LookUp' link, 'Docket Type' (with sub-fields for Utility Type, Type of Docket, Docket Sub Type, and Utility Company), 'Docket Information' (with 'Docket Caption'), and 'Docket Description'. A blue arrow points to the 'Select Docket' section, which is the first section of the form.

State of Delaware  
The Official Website of the First State

Department of State >> Delaware Public Service Commission

Menu | Home | Advanced Search | Patty Trainer as Intervener Date: 5/8/2014 Logout

Intervention Filing

**Select Docket**

Existing Docket Number \* :  [LookUp](#)

**Docket Type**

Utility Type :  
Type of Docket :  
Docket Sub Type :  
Utility Company :

**Docket Information**

Docket Caption :

**Docket Description**

Privacy | Translate | Contact | Phone Directory

# DelaFile Intervention Request

- System fills in Docket Type, Docket Info and Docket Description fields. Click “Continue”

The screenshot displays the State of Delaware Public Service Commission's DelaFile system interface. The header includes the State of Delaware logo and navigation links. The main content area shows the 'Intervention Filing' process. The 'Select Docket' section has a text input for 'Existing Docket Number' with the value '14-0044' and a 'LookUp' link. The 'Docket Type' section contains a table with the following information:

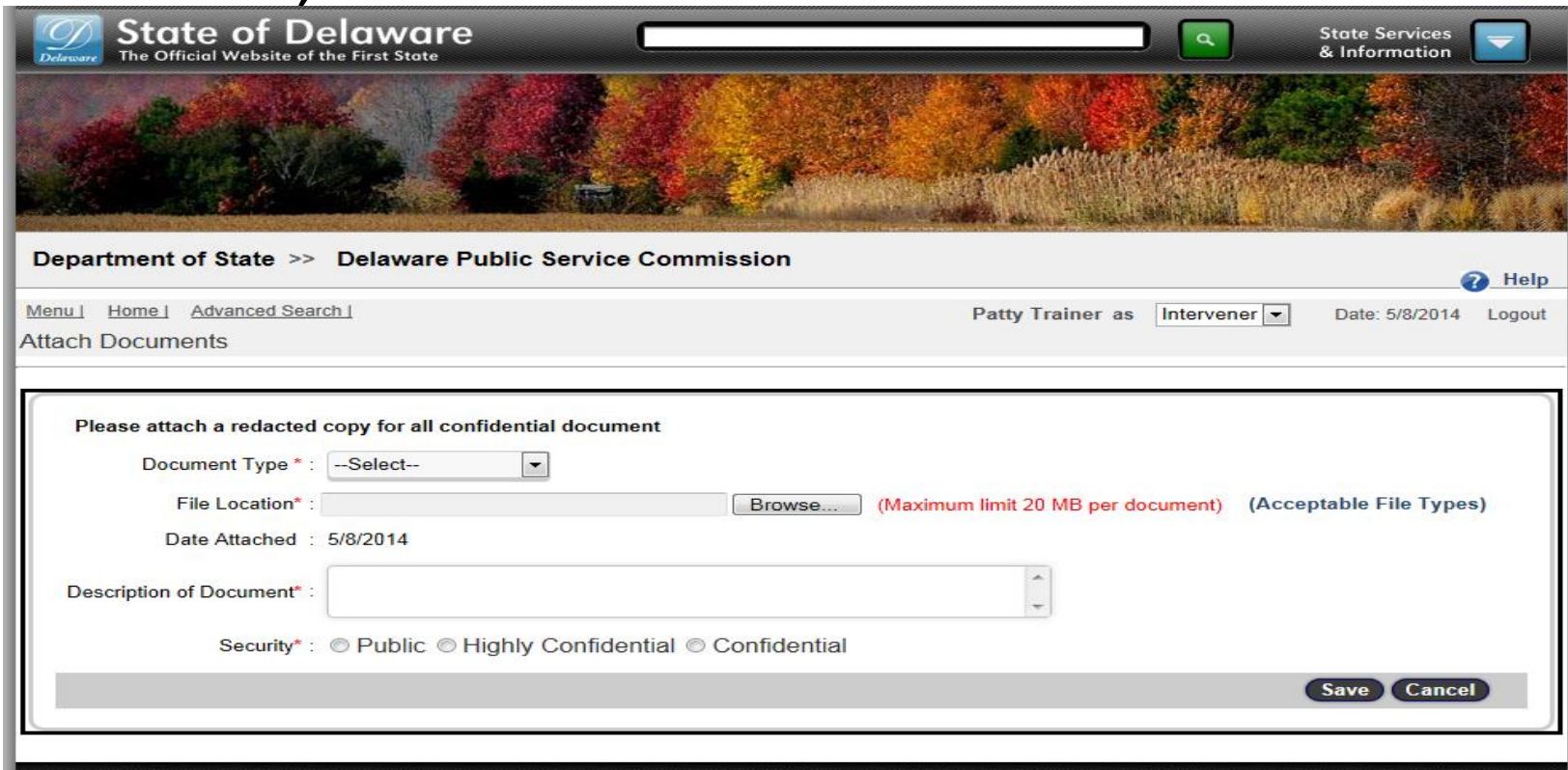
Utility Type :	Wastewater	County :	Sussex
Type of Docket :	Change in Delivery Service Rates/Base Rates		
Docket Sub Type :	Rate Increase		
Utility Company :	First State Wastewater Inc		

The 'Docket Information' section shows the 'Docket Caption' as 'In The Matter Of First State Wastewater Incorporated application for a general rate increase in several communities in Sussex County, Delaware.' The 'Docket Description' section contains the text 'FSWI rate increase application'. At the bottom of the form, there are 'Continue' and 'Cancel' buttons. A blue arrow points to the 'Continue' button.



# DelaFile Intervention Request

- Attach Intervention Petition; in Security field, click 'Public', then 'Save'

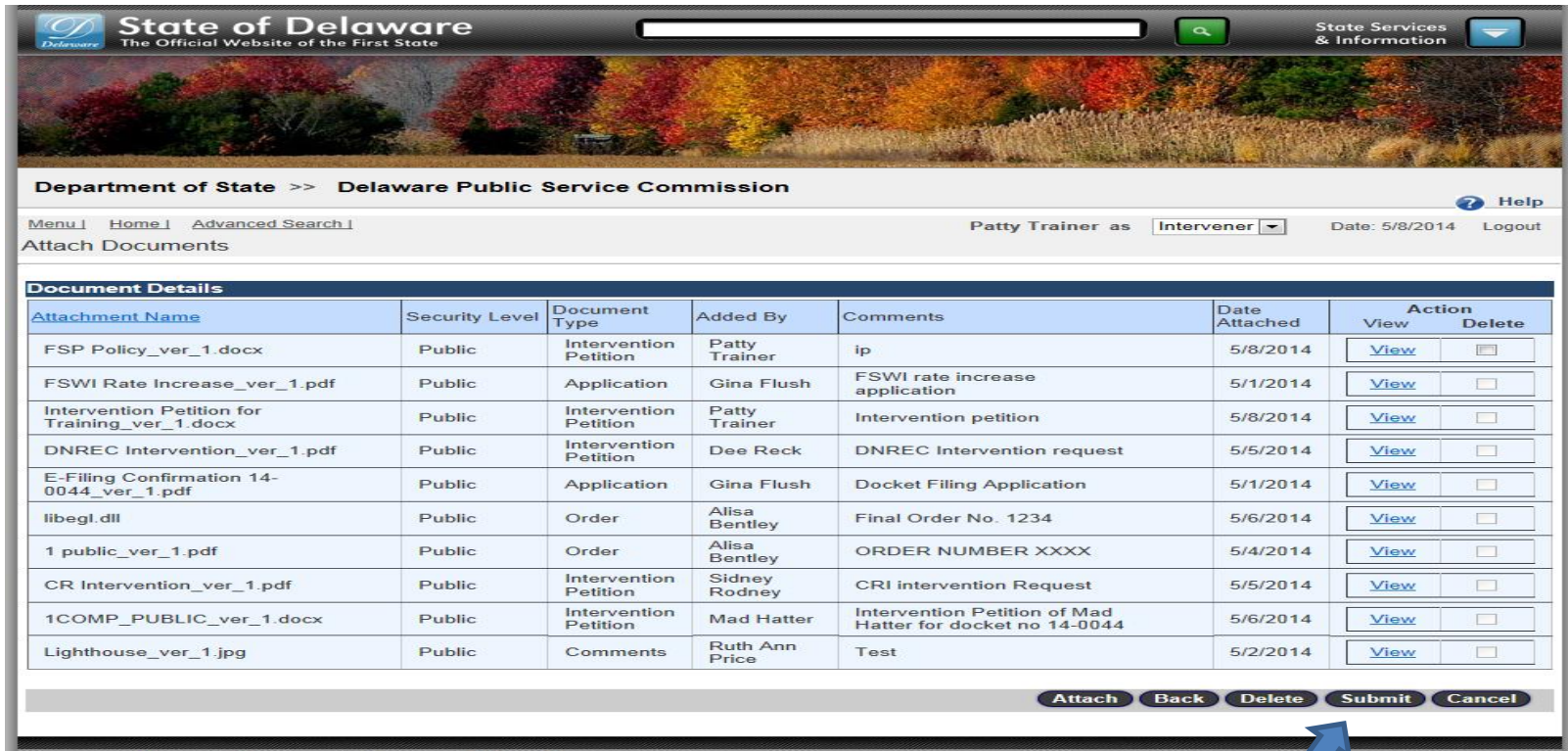


The screenshot displays the State of Delaware's official website header with the logo and tagline 'The Official Website of the First State'. Below the header is a navigation bar for the 'Department of State >> Delaware Public Service Commission'. The user is logged in as 'Patty Trainer' with the role of 'Intervener' and the date '5/8/2014'. The main section is titled 'Attach Documents' and contains a form with the following fields:

- Please attach a redacted copy for all confidential document**
- Document Type \***: A dropdown menu currently showing '--Select--'.
- File Location \***: A text input field followed by a 'Browse...' button. A note indicates '(Maximum limit 20 MB per document) (Acceptable File Types)'.
- Date Attached**: Pre-filled with '5/8/2014'.
- Description of Document \***: A large text area for describing the document.
- Security \***: Radio buttons for 'Public', 'Highly Confidential', and 'Confidential'. The 'Public' option is selected.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom right of the form.

# DelaFile Intervention Request

- Screen appears showing all public documents for Docket. Click 'Submit' button



The screenshot displays the Delaware Public Service Commission's DelaFile interface. At the top, the State of Delaware logo and navigation links are visible. The main header indicates the user is logged in as 'Patty Trainer' as an 'Intervenor' on '5/8/2014'. Below this, a table titled 'Document Details' lists various public documents. The table columns include Attachment Name, Security Level, Document Type, Added By, Comments, Date Attached, and Action (View/Delete). A blue arrow points to the 'Submit' button at the bottom right of the interface.

Attachment Name	Security Level	Document Type	Added By	Comments	Date Attached	Action
						View Delete
FSP Policy_ver_1.docx	Public	Intervention Petition	Patty Trainer	ip	5/8/2014	<a href="#">View</a> <input type="checkbox"/>
FSWI Rate Increase_ver_1.pdf	Public	Application	Gina Flush	FSWI rate increase application	5/1/2014	<a href="#">View</a> <input type="checkbox"/>
Intervention Petition for Training_ver_1.docx	Public	Intervention Petition	Patty Trainer	Intervention petition	5/8/2014	<a href="#">View</a> <input type="checkbox"/>
DNREC Intervention_ver_1.pdf	Public	Intervention Petition	Dee Reck	DNREC Intervention request	5/5/2014	<a href="#">View</a> <input type="checkbox"/>
E-Filing Confirmation 14-0044_ver_1.pdf	Public	Application	Gina Flush	Docket Filing Application	5/1/2014	<a href="#">View</a> <input type="checkbox"/>
libegl.dll	Public	Order	Alisa Bentley	Final Order No. 1234	5/6/2014	<a href="#">View</a> <input type="checkbox"/>
1 public_ver_1.pdf	Public	Order	Alisa Bentley	ORDER NUMBER XXXX	5/4/2014	<a href="#">View</a> <input type="checkbox"/>
CR Intervention_ver_1.pdf	Public	Intervention Petition	Sidney Rodney	CRI intervention Request	5/5/2014	<a href="#">View</a> <input type="checkbox"/>
1COMP_PUBLIC_ver_1.docx	Public	Intervention Petition	Mad Hatter	Intervention Petition of Mad Hatter for docket no 14-0044	5/6/2014	<a href="#">View</a> <input type="checkbox"/>
Lighthouse_ver_1.jpg	Public	Comments	Ruth Ann Price	Test	5/2/2014	<a href="#">View</a> <input type="checkbox"/>

At the bottom of the interface, there are buttons for 'Attach', 'Back', 'Delete', 'Submit', and 'Cancel'. A blue arrow points to the 'Submit' button.

# DelaFile Intervention Request

- Confirmation screen

The screenshot shows the official website of the State of Delaware. The header includes the state logo, the text "State of Delaware The Official Website of the First State", a search bar, and links for "State Services & Information" and a dropdown menu. Below the header is a banner image of autumn foliage. The main content area is titled "Department of State >> Delaware Public Service Commission". It features a navigation bar with links for "Menu", "Home", and "Advanced Search", and a user status bar showing "Patty Trainer as Intervener" with a dropdown menu, the date "5/8/2014", and a "Logout" link. A "Submission Online" link is also present. The central message states "Intervention Request # : 14-0044 has been successfully submitted" in green text. Below this is a link to "Download Confirmation of Submission" and an "OK" button. The footer contains links for "Privacy", "Translate", "Contact", and "Phone Directory".

State of Delaware  
The Official Website of the First State

State Services & Information

Department of State >> Delaware Public Service Commission

Menu | Home | Advanced Search |

Patty Trainer as Intervener Date: 5/8/2014 Logout

Submission Online

Intervention Request # : 14-0044 has been successfully submitted

[Download Confirmation of Submission](#)

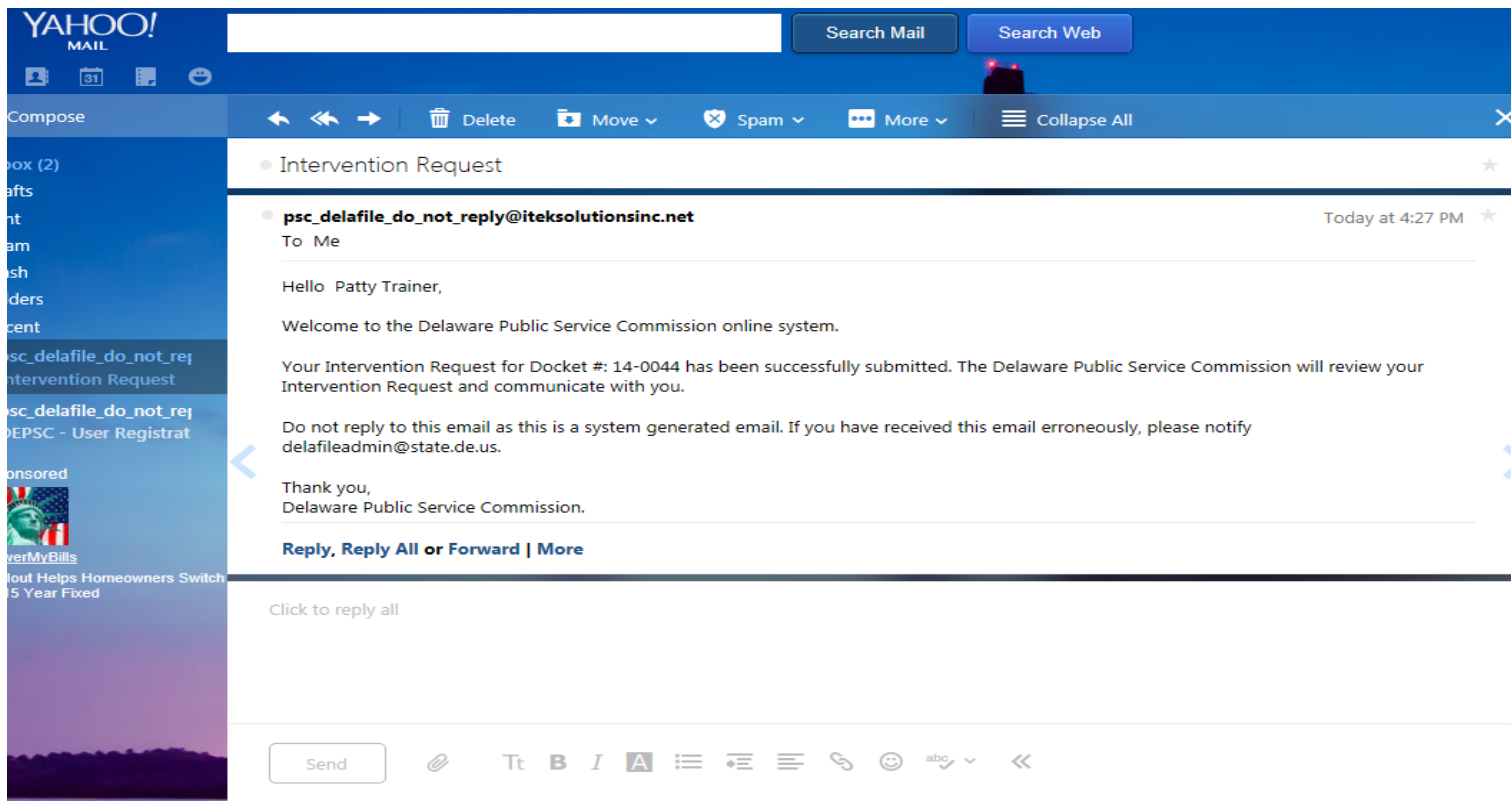
OK

Privacy | Translate | Contact | Phone Directory



# DelaFile Intervention Request

- Confirmation e-mail



# DelaFile Subscription Process

- Questions?

E-mail [delafileadmin@state.de.us](mailto:delafileadmin@state.de.us) or Contact  
Matt Hartigan at [matthew.hartigan@state.de.us](mailto:matthew.hartigan@state.de.us)